

ACQUISITION EMPLOYEE INFORMATION SHEET

(Last Name, First, MI) (Print)	(Phone)	(FAX)
(SSN)	(Activity)	

☐ Check if you have never been in an Acquisition Position.

If you have Acquisition experience, please answer the following questions:

1. How many months of acquisition experience do you have? Review your employment history (DoD and non-DoD) and calculate, based on the career field descriptions attached to this sheet, how much of your experience can be considered acquisition related. Acquisition experience is experience gained while assigned to an acquisition position. It also includes intern, exchange, education, or training with industry, and other acquisition developmental assignments. It includes experience in DoD acquisition positions and in comparable positions outside the Department of Defense. Up to one year of a period of time spent pursuing a program of academic training or education (in acquisition) may be counted as acquisition experience. Do not use decimals or fractions. Round up to the nearest month.

_____ Number of months _____ as of today (YY/MM/DD)

2. Do you have a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees?

_____ Yes _____ No

If Yes to question 2, attach a copy of your college transcripts.

3. Have you completed 24 semester hours (or quarter hour equivalents) at an accredited institution of higher education in one or more of the following 10 disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management? Or, have you completed 24 semester credit hours (or quarter hour equivalents) in your primary acquisition career field plus 12 semester credit hours (or quarter hour equivalents)? Requirements for the 12 semester credit hours may also be met by successful completion of comparable training courses that carry an American Council on Education (ACE) credit recommendations. See the list in Appendix F of the DAU catalog at <http://www.dau.mil/catalog/default.asp> for mandatory acquisition courses that carry ACE credit recommendations. Courses bearing ACE credit recommendations are offered at DOD schools, other federal agencies, or through business and industry-sponsored programs. **Please note that employees whose primary career field is Contracting or Business & Financial Management may not use the 24/12 option.**

_____ 24 hours _____ 24/12 hours _____ N/A

If 24 hours or 24/12 hours checked, attach a copy of your college transcripts.

4. Have you completed any Defense Acquisition University courses? These are courses specific to DAWIA that are requirements for certification under the DAWIA program.

_____ Yes

_____ No

If Yes to question 4, attach copies of course certificates or transcript from the Register-Now Web Page (<https://www.atrrs.army.mil/channels/registernow>) for any courses you have completed.

5. If you have been previously certified in any of the following acquisition career fields, please fill in the highest level and date certified on the appropriate line next to the career field in which you received certification.

CAREER FIELD	CERTIFICATION	
	LEVEL	DATE
(A) Program Management		
(C) Contracting		
(D) Industrial Property Management		
(E) Purchasing		
(F) Facilities Engineering		
(G) Manufacturing and Production		
(H) Quality Assurance		
(K) Business, Cost Estimating, and Financial Management		
(L) Acquisition Logistics		
(R) Communications-Computer Systems		
(S) Systems Planning, Research, Development, and Engineering		
(T) Test and Evaluation Engineering		

For each certification area you have completed, attach a copy of the approved application for certification.

6. Have you ever been a member of the Acquisition Professional Community (APC) or other service equivalent?

_____ Yes

_____ No

If Yes to question 6, attach a copy of your approved APC application.

SIGNATURE OF EMPLOYEE: _____ / _____
DATE

Privacy Act Notice. We are authorized to request this information under 5 U.S.C. Chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your record. This information may be shared with other Federal agencies for statistical, auditing, or archiving purposes.

***HRSC, SW, Code 53 – Upon receipt forward to the Training Department, Code 30 for review and input into DCPDS.**

